

3 October 1977

77-9329

(10/16/77)

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Science and Technology
Acting Deputy Director for Administration
Acting Deputy Director for Operations
General Counsel
Legislative Counsel
Inspector General
Comptroller

FROM: John F. Blake
Acting Deputy Director of
Central Intelligence

SUBJECT: Routing of Agency Correspondence

1. The following paragraphs record guidance on the handling of Agency correspondence and reflect the contents of our meeting on 3 October.

2. Correspondence should be addressed to, or prepared for the signature of, as follows:

a. Informational matters. The vast majority of such material should be addressed to the A/DDCI. Decisions will then be made as to whether to forward it to the DCI and/or give him a verbal briefing. Matters of particular significance, however, at the author's option, may be addressed to the DCI with a drop copy to the A/DDCI.

b. Operational matters. This category applies primarily to DDS&T and DDO although at times DDI and DDA matters are also involved. The guidance is as follows:

(1) The DCI should be the addressee if external notification of the matter is necessary, i.e., SSCI, HSCI, NSC, SCC, etc.;

(2) The matter possesses controversy with other agencies or a realistic "flap" potential;

(3) When large monetary matters are involved.

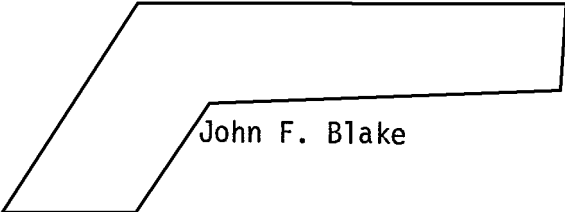
All other correspondence on operational matters should be addressed to the A/DDCI.

c. Agency administrative or managerial matters. A/DDCI should be the addressee and judgment will be exercised concerning forwarding to the Director.

d. Correspondence leaving the Agency. Generally, material addressed to a level equal to or senior to the DCI should be prepared for his signature. On matters pertaining to routine distribution of information or reports it may, however, be prepared for the signature of the A/DDCI. If the matter involved, regardless of the addressee, is of particular sensitivity or significance, or involves potential serious controversy, it should be prepared for the signature of the DCI.

3. Separate advice has already been forwarded to OLC on the preparation of correspondence in answer to Congressional mail. The DDO "Spot Report" reporting channel should remain as is. Care should be exercised, however, that the "Spot Report" mechanism is used only for the purposes intended and should not be used in lieu of a memorandum to report on administrative developments.

4. In all cases, correspondence addressed to the DCI should be routed through the A/DDCI on matters pertaining to the Agency.



John F. Blake

25X1

Distribution:

- Orig - DDI
- 1 - Each additional addressee
- 1 - DCI
- 1 - ES
- 1 - A/DDCI
- 1 - ER

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC		X		
4	DDS&T	X			
5	DDNFAC	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/NI				
9	GC	X			
10	LC	X			
11	IG	X			
12	Compt	X			
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	ES		X		
21					
22					

SUSPENSE _____ Date _____

Remarks:

STAT

Executive Secretary

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Routing of Agency Correspondence

Executive Registry
77-9329/1

FROM: John F. Blake Acting Deputy Director of Central Intelligence	EXTENSION STAT	NO.
		DATE 3 October 1977

TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED FORWARDED		

1. Director of Central Intelligence
7D 5607 Hqs
Rec'd 8 OCT 1977

2.

3. Acting Deputy Director of Central Intelligence
7D 6011 Hqs

4. *ER - file w/ your copy*

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Sir: *FYI*

The attached is a result of several conversations we recently had, the latest being on Saturday, 1 October, and as a result of that conversation a general discussion was held on Monday, 3 October, with senior Agency management personnel.

I believe this faithfully represents what you have in mind. I further believe, however, you should see it before I issue it.

[Signature Box]

John F. Blake

Att

Distribution:
Orig RS - DCI (for return to A/DDCI)
1 - A/DDCI
1 - ER

Handwritten notes and signatures:
10 OCT
Procedure

(EXECUTIVE REGISTRY FILE)